

Applicant's Name:

## Security Screening Controller Check List

This is a checklist for the Screening Controller (person requesting Security Screening). Using this checklist will assist you when checking your screening application to ensure that common errors have not been made. Please make sure you complete this checklist before sending your screening applications to us to avoid delays in your applications.

Security Screening Information Form Checks	Further Details	✓
Check that the applicant has read and understood the introduction on the Security Screening Information Form	Introduction on the front of the Security Screening Information Form -page 1	
Check that the applicant has read and understood the instructions for completion on the Security Screening Information Form	Instructions for completion on page 2 to before Section 1	
Check that the applicant's personal details on the Security Screening Information Form are completed fully	'Section 1 - Your Details' - Surname, Forename(s) DOB, NI number, surname at birth (if different), addresses for past 5 years, contact numbers and email addresses	
<b>Employment details:</b> - ensure all the relevant company details are filled in to enable EQM Ltd to verify employment for each employment period	'Section 2 - Your Employment History' - Company Name and address, telephone number & email address. 'From' and 'To' dates of employment in DD/MM/YYYY format. Reason for leaving, position / job title & name of immediate superior	
<b>Unemployment details:</b> - ensure the dates are given and confirm if the applicant was registered unemployed with an Agency to enable EQM Ltd to verify the unemployment period. If the applicant was unemployed, please ensure that the details are entered in Section 2. If the applicant was not registered as unemployed, then the applicant must supply details of two Character Referees to cover the period of unemployment	'Section 2 - Your Employment History' - 'From' and 'To' dates of unemployment in DD/MM/YYYY format.  Insert contact details of Jobcentre or insert contact details of two Character Referees - Name, address and contact number.	
<b>Self-Employment details:</b> - if the applicant was self-employed, please ensure that the details are entered in Section 2. Ensure that the dates are given and confirm if the applicant used an Accountant, Banker or a Solicitor. Accountants are commonly used to confirm periods of Self-Employment. If the applicant did not use an Accountant, Banker or a Solicitor, then the applicant must supply details of two Character Referees to cover the period of Self-Employment	'Section 2 - Your Employment History' - 'From' and 'To' dates of self-employment in DD/MM/YYYY format.  Insert self-employment details in this section and insert contact details of Accountant, Banker or a Solicitor in Section 4. If the applicant is using two Character Referees to cover the period of Self-Employment, insert their details in Section 4	
<b>Periods of Travel:</b> - ensure that the applicant has supplied details of any periods of travelling and where he/she travelled to. Please make sure that this is entered in Section 2. The applicant must supply details of two Character Referees who can cover this period with photocopies of Visas and/or Passport Stamps	'Section 2 - Your Employment History' - 'From' and 'To' dates of travel in DD/MM/YYYY format.  Insert contact details of two Character Referees - name, address and contact number. Attach photocopies of Visa and/or Passport Stamps to the Security Screening Information Form	
<b>Companies who have ceased trading:</b> - please make sure that the applicant still enters details of all previous employers, even if they have ceased trading. If a company has ceased trading, then the applicant must supply details	'Section 2 - Your Employment History' - 'From' and 'To' dates of employment in DD/MM/YYYY format. Insert the words 'COMPANY HAS CEASED TRADING'.  Insert contact details of two Character Referees -	

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of two Character Referees to cover the period of employment	name, address and contact number	
<b>Secondary School, College, University details:</b> - ensure all educational details are entered to enable EQM Ltd to verify educational periods	<b>'Section 3 - Your Education History'</b> - Exact dates of attendance in DD/MM/YYYY format. Name of Establishment, address, telephone number, names of courses, name of Tutor and email address	
<b>Educational Establishments that have closed down:</b> - if a Secondary School, College or University has closed down, then make sure that the applicant supplies contact details of two Character Referees who can cover the period of education	<b>'Section 3 - Your Education History'</b> - 'From' and 'To' dates of attendance in DD/MM/YYYY format. Insert the words 'SCHOOL CLOSED DOWN'. Insert contact details of two Character Referees - name, address and contact number	
<b>Character Referees:</b> - check that the applicant has supplied contact details of at least two Character Referees and make sure that: <ul style="list-style-type: none"> <li>➤ the applicant has known the Character Referees for at least two years out of the most recent 5 years;</li> <li>➤ the applicant does NOT reside at the same address as the applicant;</li> <li>➤ the Character Referees are not related to the applicant in any way</li> </ul>	<b>'Section 4 - Your Character Referees'</b> Dates known, relationship, name, address, contact number, email address and occupation of Character Referee.	
<b>Current Employer:</b> - if the applicant is still employed with his current employer and the applicant doesn't want us contact them, then make sure that the applicant has stated that he does <b>not</b> want us to contact his current employer until further notice	<b>'Section 5 - Declaration - Current Employer'</b> - circle 'Yes' or 'No'. If 'No' enter the date when we can contact the current employer	
Check that the applicant has read and understood the declaration in Section 5 and make sure it is signed and dated by the applicant	<b>'Section 5 - Declaration'</b> - read, then sign and date the Security Screening Information Form	
The Quick Check List - this is a short check list for the applicant to complete to ensure that Security Screening Information Form has been completed correctly	<b>'Section 6 - Quick Checklist'</b> tick each box	
<b>Final Checks</b>		✓
Has the Security Screening Order Form been completed fully with no missing information?		
Have you signed and dated the Security Screening Order Form?		
Has the applicant signed and dated the Letter of Authority?		
Has the applicant fully completed, signed and dated the Security Screening Information Form?		
Have you sighted enough ID documents?		
Have you enclosed payment for the total amount with your application(s)?		

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### The Identity Checking Process

- You **must** only accept valid, current and original documentation.
- You **must not** accept photocopies.
- You **must not** accept documentation printed from the internet e.g. internet bank statements.
- Identity information (e.g. name, date of birth, address etc.) **must** be cross-matched with those provided by the applicant in the application form.
- You **should** where possible, ask for photographic identity (e.g. passport, new style driving licence, etc. and for this to be compared against the applicant's likeness).
- All documents **must** be in the applicant's current name.
- One document **must** confirm the applicant's date of birth.
- You **must** see at least one document to confirm the applicant's current address.
- The applicant **must** provide a full and continuous address history covering the last 5 years. Where possible you should seek documentation to confirm this address history.
- You **should** cross match the applicant's address history with any other information you have been provided with as part of the recruitment, such as their CV. This can highlight if an address has not been given e.g. if the applicant's CV shows that they have worked in Liverpool in the last 5 years, but the application form only shows London addresses, you may wish to question the applicant further about this.
- Only one document from each of the subgroups in Group 2 should be included in the document count e.g. **do not** accept two bank statements as two of the required documents, if they are from the same bank.
- You **can not** accept the foreign equivalent of an identity document if that document is listed as '(UK)' on the list of valid identity documents.
- If an identity document is provided in a foreign language, you **must** obtain a translation of that document, certified by a Notary Public.

### How can I check a Driving Licence?

Do not accept licenses, other than those stated in the list of valid identity documents. **English, Welsh and Scottish** driving licence numbers contain information about the applicant's name, sex and date of birth. This information is written in a special format but can be gleaned and matched against the information provided by the applicant.

Please note that the date of birth on English, Welsh and Scottish driving licences, issued before 1977, is not recorded as a separate entry on the licence. The date of birth must be deciphered from the driving licence number and entered in the relevant field on the application form. For example the format of the number for Christine Josephine Robinson, born 2 July 1975

R O B I N            7 5 7 0 2 5            C J 9 9 9 0 1  
N N N N N            Y M M D D Y            I I C C C C C

**N** = 1st five letters of the surname (if the surname begins MAC or MC it is treated as MC for all).

**Y** = YEAR of birth.

**M** = MONTH of birth (In the case of a female, the number represented by the first M will have the value 5 added to the first digit e.g. a female born in November (i.e. 11) would display '61' in the MM boxes) or if born in February (i.e. 02) would display '52').

**D** = DAY of month of birth.

**I** = Initial letter of the first two forenames - if only one, then 9 will replace the second letter. If the licence indicates that the applicant has a middle name, ensure that one has been provided in section a.

**C** = Computer generated.

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Please note, for Northern Ireland driving licences the licence number is in a different format. The licence number is unique to the driver and the 'name' or 'date of birth' validation, as shown above, cannot be used.

**Do not accept** licences from British dependencies (e.g. Gibraltar, Channel Islands and Falkland Islands).

### List of Documents That Can Be Used to Confirm Identity

<b>Group 1</b>
Valid passport (any nationality)
UK Driving Licence (Full or provisional) (either Photocard or Paper) - <b>Please note that a Photocard is only valid if the individual presents it with the counterpart licence.</b>
Original UK Birth Certificate (issued within 12 months of date of birth) (full or short form acceptable)
EU National Identify Card
UK Firearms Licence
HM Forces ID Card
Adoption Certificate (UK)
<b>Group 2</b>
Marriage / Civil Partnership Certificate
Non-original UK birth certificate (issued after 12 months of date of birth) (full or short form acceptable)
UK P45/P60 statement**
Bank or building society statement*
Utility bill (electricity, gas, water, telephone (inc mobile phone contract / bill)*)
TV Licence**
Credit card statement*
Store card statement*
Mortgage statement**
Insurance certificate**
Correspondence or a document from: the Benefits Agency; the Employment Service; the Inland Revenue; or a Local Authority*
Financial statement (e.g. pension, endowment, ISA)**
Vehicle registration document (Document V5 old style and V5C new style only)

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Mail order catalogue statement*
Court Claim Form (UK)**
Valid NHS Card
Addressed payslip*
National Insurance number card (UK)
Exam certificate (e.g. GCSE, NVQ)
Benefit Statement* (e.g. Child Allowance, Pension)
Connexions card (UK)
Certificate of British Nationality (UK)
Work permit / visa (UK)**
Council Tax Statement (UK) **
CRB Disclosure Certificate **
Letter from a Head Teacher *
One of the following documents from the Borders and Immigration Agency (BIA) (formerly the Immigration and Nationality Directorate - IND) (UK): <u>Do not use more than one of the following documents</u> ★ Convention Travel Document (CTD) ★ Stateless Person's Document (SPD) ★ Certificate of Identity (CID) ★ Asylum Registration Card (ARC)

\* *documentation should be less than three months old*

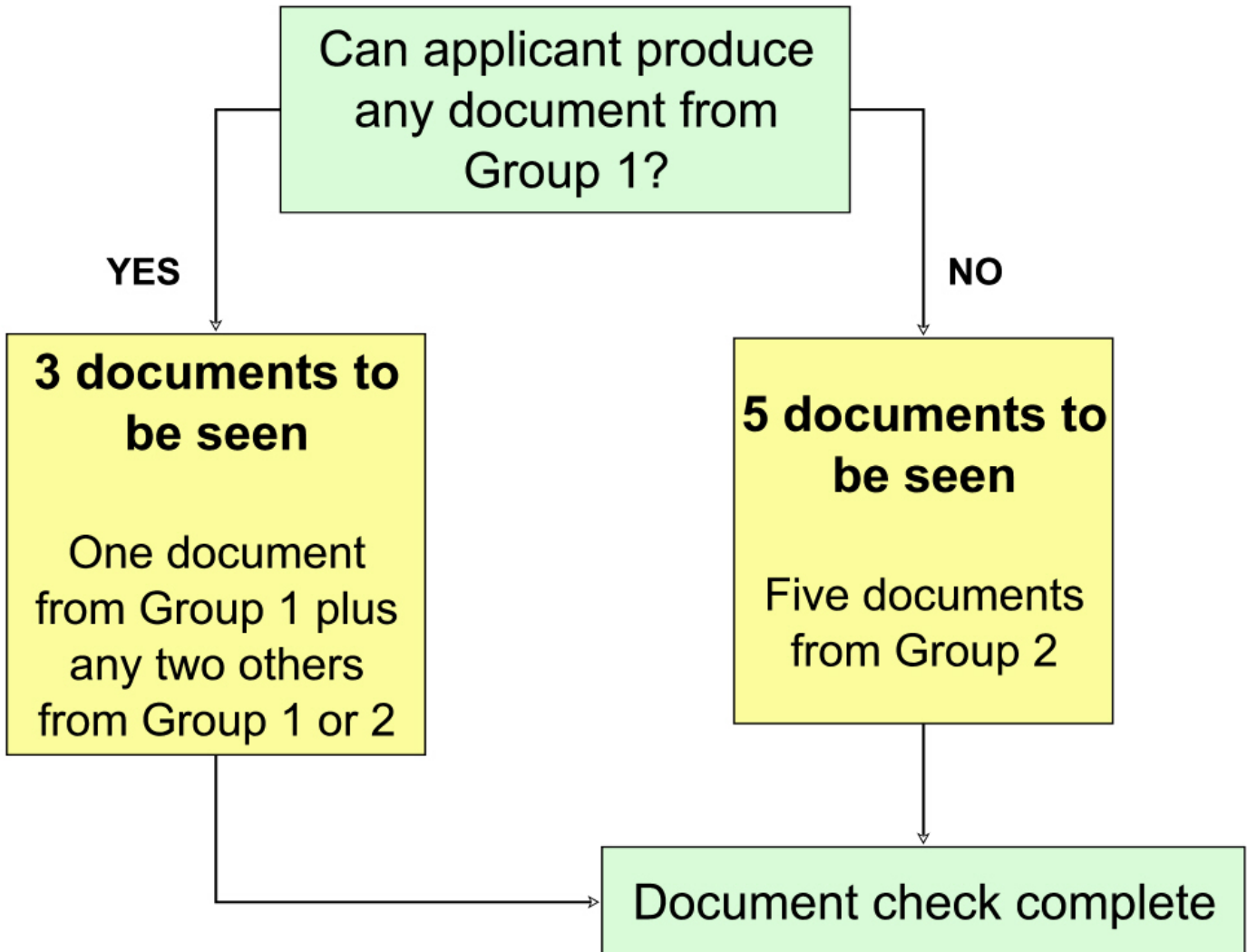
\*\* *issued within past 12 months*

All documents must be in the applicant's current name. At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.

Please ensure that all ID matches the information of the application form EXACTLY.

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### How Much ID Do I Need To Verify?



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### How do I check for indicators of fraud?

Always check for signs of tampering when checking identity documents. Documents should be queried if they display any signs of damage, especially in the areas of personal details such as the name and the photograph. The following table of guidelines should help you look out for any suspicious signs when authenticating documents.

UK Passport
Check the general quality of the passport.
Treat it with suspicion if it is excessively damaged; accidental damage is often used to conceal tampering.
Examine the photograph, looking closely for signs of damage to the laminate, excessive glue, or signs that the laminate has been slit (which could mean the photo has been switched).
If the photo is excessively large, it could indicate that the original photograph has been covered over.
On every passport photograph look for embossed strip embedded into the laminate, which will catch a portion of the photograph. Check there is no damage to this area.
Check the "Name" on the Application Form matches that on the Passport.
Check the "DOB" on the Application Form matches that on the Passport.
Check the pages on the passport are numbered correctly (follow sequence).
Check there are no signs of tampering or attempts to change the details on the passport.
Check signature on passport is similar to the signature on application form.
Check if surface is uneven or "bubbling" on the back cover where the photo is located, indicating tampering with the photo.

Driving Licence with Photo
Examine the licence for signs that the photograph has been tampered with or that any details may have been changed.
Check the Licence date, New Driving licence came into effect from July 1998.
Old paper licence was gradually phased out and DVLA ceased issuing in Sept 1999.
Check the "Name" on the Application Form matches that on the Driving Licence.
Check the "DOB" on the Application Form matches that on the Driving Licence.
Check the "Address" on the Application Form matches that on the Driving Licence.
Check there are no signs of tampering or attempts to change the details on the Driving Licence.
Check signature on Driving is similar to application form.

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Old Style Driving Licence
Remove the document from the plastic wallet and check that it has been printed on both sides.
Hold the licence to the light to look for the watermark, which should be visible.
Check the licence was issued before September 1999.
Check that there are no punctuation marks in the name or address.
Check the "Name" on the application form matches that on the Driving Licence.
Check the "DOB" on the application form matches that on the Driving Licence.
Check the "Address" on the application form matches that on the Driving Licence.
Check there are no signs of tampering or attempts to change the details on the Driving Licence.
Check signature on Driving Licence is similar to application.

Birth Certificate
Birth certificates are not wholly reliable for confirming identity, since copies are easily obtained. However, certificates issued at the time of birth are more reliable than recently issued duplicates.
Check the quality of the paper. The paper should be of a high grade and any signs of smoothness should indicate "washing text" i.e. an attempt to remove the original text.
Hold the Birth Certificate up to the light to look for watermark, which should be clearly visible.
Check there are no signs of tampering or attempts to change the details on the certificate.
Check for any spelling mistakes against other documentation supplied on the form.
Check the "Name" on the application form matches that on the Birth Certificate.
Check the "DOB" on the application form matches that on the Birth Certificate.
Check Certificate layout - Birth certificate changes from landscape to portrait in 1969.

EU National Identity Card & HM Forces ID Card
Examine the card for evidence of photo tampering or any amendment of the printed details

Firearms Licence
Check the licence is printed on blue security paper with a Royal crest watermark and a faint pattern stating the words 'Home Office'.
Examine the licence for evidence of photo tampering or any amendment of the printed details, which should include home address and date of birth.
Check the licence should be signed by the holder and bear the authorising signature of the chief of police for the area in which they live, or normally a person to whom his authority has been delegated.

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Other
If any of the above are supplied check that the document is an original (Documentation printed from the internet is unacceptable).
Check the document has not been tampered with.
Check for any spelling mistakes, colour and paper, typed format watermarks or attempts to change identification details; Check letter headed paper is used.
Consider if document looks new, has it been obtained recently? Has it expired?
Check the "Name" on the Application form matches that on the "other forms".
Check the "DOB/Address/National Insurance number etc" on the Application form matches that on the "other forms".
Check there are no signs of tampering or attempts to change the details on the Document.